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| <b>DATE:</b>             | MAY 20, 2016        |
| <b>NUMBER:</b>           | Q.3                 |
| <b>SUBJECT:</b>          | IN-TRANSIT BOOKINGS |
| <b>RELATED SECTIONS:</b> | 1550.3 PC           |

**PURPOSE**

To establish procedures for the short-term housing of prisoners being transported to another jurisdiction.

**POLICY**

A law enforcement agency or company acting as an agent for a law enforcement agency can request to book a prisoner for short term, in-transit housing, into the Las Colinas Detention and Reentry Facility, Vista Detention Facility or the San Diego Central Jail, pursuant Penal Code section 1550.3. The request shall be granted, except when the Detention Services Bureau (DSB) assistant sheriff or a commander denies such a booking in an emergency.

**PROCEDURE**

The following procedures will take place for all inmates that require in-transit housing. The transporting agency/agent is charged for each day a prisoner is in Sheriff's custody, per the rate schedule assigned for each detention facility.

- I. In-transit Bookings
  - A. The requesting agency or agent will be advised to contact the facility watch commander to advise they have an in-transit prisoner to book under Penal Code section 1550.3.
  - B. The watch commander will advise the Jail Population Management Unit (JPMU) of the in-transit housing. All inmates booked for in-transit housing will be segregated from other inmates. Upon housing assignment over 24 hours, personal care items, as listed per DSB policy and procedure section L.11, will be provided. If applicable, inmates will be given the opportunity to shower at least every other day. Inmates held on federal charges will be granted telephone access to contact an attorney.
  - C. The watch commander shall obtain the agency/company name, along with the name(s) of the transporting personnel, their contact number(s) and when they plan to pick up the inmate(s).
  - D. An entry shall be made in the watch commander's log indicating the following:
    - 1. In-transit housing
    - 2. Name of the agency/company
    - 3. Name(s) and DOB(s) of the inmate(s) housed
    - 4. Contact number(s) for the transporting personnel
    - 5. Date and approximate time of pick-up

- E. The watch commander will forward this information to the on duty detention processing supervisor (DPS).
- F. The transporting officer will ensure the booking charge listed on the Booking Intake/Personal Property Inventory (J-15) form is California Penal Code 1550.3—"En-route." Under charges, the agency/company will indicate the destination the inmate is en-route to and the description of charges in the other jurisdiction (example: En route to Pima, AZ; Burglary). In the additional charges section on the J-15 form, the agency will enter the date and time the inmate will be picked up and contact information (example: P/U @ 0800 10-02-13 Joe Smith (123) 456-7890).
- G. Upon completion of the booking process, the pre-book technician will provide a courtesy notice to the facility watch commander and/or DPS , letting them know an in-transit prisoner has been booked into the facility. Note: If the Sheriff's Prisoner Transportation Detail (PTD) books an "En-route" inmate, the arresting agency will be SDSO. PTD will not be required to contact the watch commander nor will they be charged to house these types of inmates. Additional information regarding when the inmate will be picked up or by which agency, is available by contacting the out of county coordinator at the PTD office.